

## Attendance Policy Addendum – Template

**Department/ Unit:** \_\_\_\_\_ **Effective:** \_\_\_\_\_

This Addendum shall be communicated and distributed to staff upon revision, hire, and transfer. To maintain a productive work environment, the Medical Center expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and Tardiness result in a burden on other employees and on the Medical Center’s overall operations. The Attendance Policy Addendum defines the amount of advance notice required for an absence to be considered scheduled, the proper notification required for an Unscheduled Absence, and what constitutes Tardiness.

### **A. Scheduled Absences:**

**Advance Notice:** You must provide at least \_\_\_\_\_ day(s)/week(s) notice of pre-planned PTO use. Your supervisor/manager or designee will approve Scheduled Absence requests within \_\_\_\_\_ day(s)/ week(s) of submission of the request. Approvals will be granted according to the applicable staffing guidelines in effect at the time of the request.

Unforeseeable requests outside the timeline stated above should be submitted with as much advance notice as possible (preferably \_\_\_\_\_ hours/days in advance) and approval will be at the supervisor/manager or designee’s discretion, based on staffing levels and patient/work volumes.

### **B. Unscheduled Absence/Call Outs**

**Proper Notification:** You must provide notification of any unscheduled absence or late arrival as soon as possible, but at least \_\_\_\_\_ hours before the start of your scheduled shift. When calling in (including texting, if such means of communication is authorized by your supervisor/manager), you must communicate directly with your supervisor/manager or designee to report any Unscheduled Absence. Leaving a voicemail message with the appropriate supervisor/manager or designee is not considered proper notification unless indicated below.

**Unless otherwise authorized, you are expected to call in each day during an unscheduled absence.**

The following are approved methods for communicating your absence from work.

- Phone call
- Email
- Text
- Voicemail
- Other \_\_\_\_\_

**C. Attendance Standards**

You are expected to arrive and be ready to work at your scheduled designated start time each day. Each Department has the right (but not the obligation), to excuse Tardiness or early departure provided the Department has received prior notice and your Tardiness or early departure does not adversely impact the operation of the Department.

1. **Arriving Late:** Tardiness will be monitored through time tracking (employee clock-ins) in addition to observation by your supervisor/manager. If you clock in more than [REDACTED] minutes past your scheduled start time without approval by your supervisor/manager or designee, you will incur a tardy Occurrence.
2. **Leaving Early:** If you report to work but fail to work your entire shift without approval of the appropriate supervisor/manager or designee, you will incur an attendance Occurrence.

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